

INSTRUCTIONS:

Nominations should be neatly typed in **250 words or less** describing the basis for the nomination.

The contributions must have occurred (or results realized) within fiscal year (FY) 2007.

One nomination for each category will be accepted per State, National Headquarters, Institute, National Technology Support Center, Caribbean Area, and Pacific Islands Area.

The Chairperson of the local Civil Rights Committee and the appropriate official (State Conservationist, Regional Assistant Chief, Director, or Deputy Chief) **must sign all nominations.**

All nominations will be screened for pending conduct and/or disciplinary or equal employment opportunity investigations (this includes individuals, teams, group leaders and members) prior to forwarding to the National Civil Rights Committee (NCRC) for consideration.

THE ABOVE INSTRUCTIONS SHOULD BE STRICTLY ADHERED TO FOR THE NOMINATION TO BE CONSIDERED.

2007 NATIONAL CIVIL RIGHTS AWARDS

NCRC is soliciting nominations for Civil Rights Awards in two categories, **one for an individual and one for a team.**

The Individual and Team/Group Civil Rights Awards recognizes those individuals and teams who have made a significant contribution to the National Resources Conservation Service (NRCS) in the area of Civil Rights program delivery.

Nominations will be evaluated based on the following criteria:

1. Degree of involvement beyond required duties and responsibilities;
2. Innovation;
3. Successful initiatives (nominations should include examples of the results); and
4. Impact on the community, Agency, or State.

2007 CHIEF'S AWARDS FOR WORKFORCE DIVERSITY

There will be two awards given: **one to a non-manager** (*does not manage an office or program*) **and one to a manager**.

The Manager and Non-Manager award recognizes those individuals who made the most significant contributions to workforce diversity in NRCS. Nominations should reflect exceptional accomplishments that achieved quantifiable results towards NRCS's goal of building a diverse workforce to ensure that programs are delivered in an efficient, effective, and fair manner.

Nominations will be evaluated based on the following elements:

Element A – Recruitment and Retention

1. Creative recruitment which has proven to be successful in attracting underrepresented individuals, i.e., minorities, women, and individuals with disabilities.
2. Highly successful methods to improve career advancement opportunities for women, minorities, and individuals with disabilities.
3. Innovative actions which have proven to be successful in removing barriers to employment and enhancing employee retention.
4. Initiatives which have fostered a working environment that respects and values diversity.
5. Outreach activities with community-based organizations, which have been especially successful in attracting women, minorities, and individuals with disabilities to the workforce.

Element B – Accommodations and Accessibility

1. Plans or initiatives which represent substantial progress in achieving special accommodations in the workplace.
2. Innovative and/or substantial use of technology to enhance the capability and productivity of persons with disabilities.

**NATIONAL CIVIL RIGHTS AWARD
NOMINATION FORM**

Date: _____

Name of Nominee/Team Name: _____

Team Leader: _____

Address: _____

Telephone: _____ VoiceCom: _____

E-mail: _____

Civil Rights award(s) received in FY 2006: _____

Please check one of the following categories for which this award is nominated

- ☐ Individual Civil Rights Award
- ☐ Team/Group Civil Rights Award
- ☐ Non-manager Workforce Diversity Award
- ☐ Manager Workforce Diversity Award

In **250** words or less provide a specific explanation why you are nominating this individual/team for a Civil Rights Award:

Chairperson
Civil Rights Committee

Deputy Chief/Regional Assistant Chief/
State Conservationist/Director

Type/Print Name

Type/Print Name

Signature

Signature

Please review the nomination form to insure that all applicable items have been addressed.